

CHAPTER 3 - REUTILIZATION/TRANSFER/DONATION (RTD) SCREENING/ISSUES AND OTHER ISSUES/SHIPMENTS

A. GENERAL

1. RTD

a. This chapter provides the procedures for processing documents for R/T/D screening and instructions for issue of property through MILSTRIP.

b. Upon receipt of property into the DRMS accountable record, property meeting specific criteria will be automatically reported to GSA for screening. Questions may be referred to *DRMS-TSR*, (DSN) 932-7248.

c. Scrap moves directly to sale upon receipt. This does not rule out the issue of scrap for R/T/D. Retain property received as precious metals bearing scrap and/or usable property containing precious metals that is downgraded to scrap at end of screening date (ESD) for the DoD Precious Metals Recovery Program (PMRP). The Precious Metals Recovery Program (PMRP) furnishes the procedure for processing issues of scrap property containing recoverable precious metals.

d. To process RTD issues, see paragraph F, this chapter.

2. Issues

NOTE: There is no requirement to upgrade scrap to an item prior to issue if it is to be used as scrap. Upgrade scrap property that is to be donated or transferred and issued as an item in order to maintain an audit trail.

a. This chapter also provides guidance for issue transactions after removal of property. The term removal means it has been released to the recipient or, if being shipped off-post, it has been released to the transportation activity for shipment.

b. Receive DoD requisitions on DD Form 1348 series documents.

c. Document DoD issues with a Material Release Confirmation transaction (DIC AR0). See DRMS-I 4160.14, Volume III, Chapter 4, for specific instructions.

d. Make Federal civil agency transfers on a GSA approved SF 122 (Transfer Order - Excess Personal Property) and donations on a GSA approved SF 123 (Transfer Order – Surplus Personal Property). Use the original copy of the SF 122 or SF 123 request as the source document when used as a release request and file in the source document file.

e. Review all requests for issue to insure completeness and eligibility according to existing regulations. If the property is under GSA control for donee screening, notify the GSA office of the DoD requisition and request approval for issue by telephone.

f. If property is to be shipped, input the AR0 when the item is released/delivered to the packing, crating, handling and transportation (PCH&T) activity or the transportation office. Detailed guidance is provided in DRMS-I 4160.14, Volume III, Chapter 1, *paragraph D*.

g. If a requisition is for a small arms end item (MSC S item), it must be approved by *DRMS-TSR* before issue. Forward requisitions received without approval to *operations personnel in DRMS-TSR*.

h. If an item is undergoing DEMIL challenge, normal physical screening may continue. However, the DEMIL Challenge Program generates a freeze against all property in the DRMS inventory (property with specific NSN characteristics). Until the freeze is removed, the property with the NSN characteristics identified in the DEMIL challenge cannot be issued.

i. Notification to Defense Information Systems Agency (DISA, formerly DARIC) is required upon issue of

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Automation Resources (AR, formerly AE) by the DRMO. A copy of the issue document (e.g., DD Form 1348-1A, SF 122 or SF 123) will be forwarded to DISA for reporting purposes. The issue document(s) will be sent by mail to Defense Information Systems Agency, ATTN: JEXM (DARMMP Division), 701 S. Courthouse Road, Arlington, Virginia 22204-2199 or by fax to DISA AT (DSN) 426-9207. Questions may be referred to DISA at (DSN) 426-1904 or Commercial (703) 696-1904. Requisitions must include the following:

- 1) Model number,
 - 2) Type of equipment,
 - 3) Serial number,
 - 4) Manufacturer,
 - 5) DoD Case Number assigned by DISA, if applicable,
 - 6) In-the-clear address of the requisitioning activity.
- j. Process all issues according to paragraphs F-H, this chapter.

B. FORMAL SCREENING

1. You should permit screeners to review the property and the Local Area Screening List that is printed in location sequence for each site and accumulation. Front End Screening (FES) is a process by which a recorded manager of a specific NSN is notified that an excess item, meeting stated criteria, is located at a DRMO. Although DoD IMs still receive FES notification, they no longer have an issue priority over other Federal agencies. The only exception is a DoD requisition with a priority of 1 to 3. A priority of 1 to 3 would be a Not Mission Capable Supply (NMCS) request from a unit commander. This type request must also be approved by GSA.

2. As part of the FES program, NSN line items are referred by DAISY to the appropriate DoD IM as follows:

a. Army, Navy, Air Force, Marine Corps: screen items in Federal Condition Codes **A1**, **A4** and reparable items in Federal Condition Code **F7** if the total line item dollar value is \$250 or more.

b. Defense Supply Centers: screen only items in Federal Condition Code **A1** if the total line item dollar value is \$50 or more. For FSCs in 5960, 5961, and 5962, the minimum dollar value is \$10 or more.

3. Formal screening begins after the accumulation has been completed. See attachment 1, this chapter. This screening period is 42 days, 21 days for DoD and other Federal agencies and 21 days for donees. DoD and other Federal agencies may screen and requisition property during the accumulation period as well as during formal screening. Eligible donees may screen property during the accumulation period and during the first 21 days of formal screening. However they are not eligible to receive property until the 21 days of donation screening.

4. Utilization screening of Metalworking Machines is done by DSCR prior to releasing the property to the DRMO. See chapter 2, paragraph C3, this instruction, for detailed information.

5. Utilization screening of Automation Resources (AR, formerly AE).

a. Screening of serviceable AR for reutilization, transfer, or donation (RTD) is done by DISA. The property remaining after screening is completed is reported to the DRMO to be referred directly to sale. However, if the DRMO receives an RTD request for AR after screening by DISA, the request should be honored. The DRMO will notify DISA upon issue of the property by mailing (address in paragraph A2) or faxing a copy of the requisition (DSN) 426-9207. The requisition must include: model number; type of equipment; serial number; manufacturer; DoD case number assigned by DISA if applicable and in-the-clear address of the requisitioning activity.

b. The DRMO will provide donation screening for unserviceable AR and for AR repair parts with a unit original acquisition cost (OAC) under \$5,000. These items consist of internal components that are an integral part of an end item (does not include auxiliary, accessorial, or support equipment). The DRMO will notify DISA upon issue of

property by mailing or faxing a copy of the requisition (FAX) 426-9207. Property remaining after donation screening will be referred directly to sale.

6. Federal Civil Agency (FCA) Property. FCA property will receive normal screening with this exception. It will not be available for issue to special programs that are only eligible for DoD excess (e.g., HAP, SEAs, Law Enforcement Support Offices). This property is Federal Civil Agency excess. (See MOU between DLA and GSA, updated annually.)

C. DONATION SCREENING

1. A "Donation Screening List" is available in location sequence for each site and accumulation when each accumulation reaches donation screening to assist authorized screeners with the screening procedure.

2. Property identified as ineligible for donation in DoD 4160.21-M, *Chapter 6*, paragraph A4, does not appear on the Donation Screening List.

3. Iranian assets (IA) are not eligible for donation and must be removed from the donation screening list if this type property is turned in to the DRMO. However Iranian Non-Titled Assets (INTA), items purchased by Iran under Security Assistance Programs for which title never passed, may be referred for R/T/D.

D. PROPERTY RECEIVING NO SCREENING.

The following types of property do not receive screening at the DRMO and move directly to sales.

1. Serviceable Automation Resources (AR, formerly AE) as identified in DoD 4160.21-M, Chapter 4, screened by DISA.

2. Lost, abandoned, privately owned property, 10 USC 2575.

3. Term contract.

4. Nuclear ordnance.

5. Scrap property.

E. FREEZING/TAGGING EXCESS/SURPLUS PROPERTY

1. DRMS Form 103, Screeners Tally Request to Freeze Excess/Surplus Property, has been coordinated with and approved for use by DLA and GSA in conjunction with screening property at DRMOs.

2. Screeners may use DRMS Form 103 and the appropriate listing during the inspection of property. Screeners mark the desired property on the appropriate screening list and enter item information on the form. In lieu of itemizing, they may attach properly annotated clear photocopies of the Local Area/Donation Screening Lists to the DRMS Form 103 for freeze/tag action. The DRMO may attach the screening lists to the SF 122 or SF 123, provided the initial page is completely used and reflects the total lines and dollar value of the shipment request.

3. Screeners may use DRMS Form 103 to identify property for tagging and/or issue. Property may be tagged for customers and held for 14 days pending receipt of an authorized requisition. See DRMS-I 4160.14, Volume III, Chapter 2, for detailed guidance.

NOTE: A freeze in DAISY prevents MILSTRIP from selecting that item. Therefore, do not use freezes for DoD customers. Use only Freeze Code 9 for Foreign Military Sales (FMS). For any other "hold" action, use tagging.

F. PROCESSING REUTILIZATION, TRANSFER AND DONATION (R/T/D) ISSUES.

Detailed steps for physical issue of property are provided in DRMS-I 4160.14, Volume III, Chapters 4 and 6. Retain a copy of each issue transaction in the source document file.

1. Requisitions/requests received by any means other than DD Form 1348 series documents, may be converted to this document as shipping documentation, if required by the transportation office.

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2. Upon receipt of hand-carried requisitions or other requests for property at the DRMO, use the system to check the inventory and to determine the availability and status of the property. If the property is available and has not been referred for sale, forward shipping documentation to the shipping area. If the property has been referred for sale, determine availability of the property and obtain authority to release for shipment. See DoD 4160.21-M, Chapter 7, paragraph D, "Withdrawal from Sale", for specific guidance for property referred for sale.

NOTE: Do not issue any property on a hand-carried requisition unless the letter of authorization with the required information is on file at the DRMO according to procedures in DRMS-I 4160.14, Volume III, Chapter 4, paragraph C.

3. If during the selection of property for shipment it is found that the property does not meet the condition or the quantity shown on the shipping documentation, annotate this information on DD Form 1348-1A and return to the DRMO distribution activity for resolution.

4. DoD requisitioners must submit their requirements to DRMS as an A0_. Detailed guidance for requisitioners is in DoD 4000.25-1-M, Chapter II. Use the same availability checks and steps for shipping outlined in paragraphs F2 and F3 above.

5. When there is a partial or total warehouse denial, complete the following actions:

a. Partial. Circle the amount in the quantity field (rp 25-29) and enter the quantity actually being shipped in block 10 of the DD Form 1348-1A.

b. Total. Circle the quantity as described above and enter a zero in block 10 of the DD Form 1348-1A.

c. Prepare a Material Release Denial when required. Input the denial, an A6_, according to the format in the DAISY RTD Menu.

NOTE: Use caution when selecting the Management Code so that the asset is not mistakenly removed from availability in MILSTRIP. Management Code 1 removes the item from the MILSTRIP asset file and prevents the quantity from being restored for issue on a later requisition. Use Management Code 1 only if the property is definitely not in the DRMO inventory. If the quantity has been mistakenly removed, it must be restored. Management Codes 2 through 9 will restore the quantity to the inventory. Management Code 1 will not restore the quantity.

d. Bring denials to the attention of the DRMO chief who directs research/administrative action to determine if an inventory adjustment or survey action is necessary. Prepare the adjustment transaction as outlined in chapter 6, this instruction.

6. Process DoD reutilization, Foreign Military Sales (FMS), and transfer and donation issues at the DRMO. Process all R/T/D transactions into the accountable records within 3 working days after removal of property for issue. An issue coding stamp to aid in annotating required data for input may be locally developed, as required. Input of the Material Release Confirmation (AR0) generates an issue transaction in DAISY (STR). Input the AR0 according to the format in the DAISY RTD Menu.

NOTE: Iranian Non-titled Assets (INTA) may be issued for R/T/D (reimbursement required). If INTA are issued, the receiving activity may pay by check at the time of the issue or transfer or be billed for the property on an SF 1080. To issue Iranian Titled Assets (ITA) in addition to following the guidance for INTA, the following information must also be provided: the name of the DoD activity making the turn-in; the FMS case identifier; the quantity; an item description; the NSN; DTID; unit acquisition cost; and the total proceeds.

a. To record issues for walk-in MILSTRIP requisitions, select DRMO MILSTRIP TRANSACTIONS from the DAISY RTD Menu. Then select SHIPMENTS – POST/POST USABLE (ARO WALK-IN). Make the following data entries:

(1) **REQUISITION NUMBER Field** - Enter the requisition number (14 positions).

- (a) Enter the document number from block 24 of DD Form 1348-1A.
- (2) **SUFFIX CODE Field** - Enter suffix code if provided (1 position).
- (3) **DTID NUMBER Field** - Enter the DTID number (14 positions).
- (4) **ACCOUNTING CODE Field** - Enter Accounting Code U or W (1 position).
- (5) **MEDIA/STATUS Field** - Enter the appropriate Media/Status Code (1 position, optional).
- (6) **SUPPR ADDRESS Field** - Enter the Supplementary Address if available (6 positions, optional).
- (7) **SIGNAL CODE Field** - Enter the appropriate Signal Code, the most frequently used code is D (1 position).

(8) **FUND CODE Field** – Enter the Fund Code if available (2 positions – required on requisitions unless the property requested has been offered without reimbursement. If the property does not require reimbursement, the Signal Code will be **D** or **M**, free issue.) (See Appendix A of MILSBILLS, Supplement 1, reference (hh) for additional information.)

- (9) **QUANTITY SHIPPED Field** - Enter the quantity shipped (1-5 positions).
- (10) **DATE SHIPPED Field** - Enter the Julian date the customer removed the material (5 positions).
- (11) **PROCEEDS AMOUNT Field** - The system requires an entry if the property being issued has a Reimbursement Code or if the DoDAAC indicates a Foreign Military Sale (1 to 10 positions).

b. To record issues for automated MILSTRIP requisitions, select DRMO MILSTRIP TRANSACTIONS from the DAISY RTD Menu. Then select SHIPMENTS – REGULAR (ARO). Make the following entries:

- (1) **REQUISITION NUMBER Field** - Enter the requisition number (14 positions).
- (2) **SUFFIX CODE Field** - Enter the Suffix Code if provided.

, (3) **TCN/GBL/DTID/SHP NO Field** - Enter the Transportation Control Number (TCN) or Government Bill of Lading (GBL) or the DTID number (14 positions). If none of these numbers is available, you may enter the requisition number by pressing the "Enter" key.

- (4) **PORT OF EMBARKATION Field** - Fill with XXX (3 positions).
- (5) **QUANTITY SHIPPED Field** - Enter the quantity shipped (5 positions).
- (6) **DATE SHIPPED Field** - Enter the Julian date the shipment was made (5 positions).
- (7) **MODE OF SHIP Field** - Enter the code for the mode of shipment.

c. Data entries for transfer and donation issues are made as follows. First select RTD from the MAIN Menu. Then select GENERATE TRANSFER ORDERS. Finally, select INITIATE TRANSFER ORDER NUMBER and follow the screen prompts. To construct the transfer order number, enter the following information.

- (1) For State Agency Donees.
 - (a) Enter the State Abbreviation Code (found in Supplement 1, this instruction) in the first 2 positions.
 - (b) Enter X in the third position.

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(c) Positions 4-6 may be zero filled or filled with an alpha-numeric combination.

(d) Enter a four-position Julian date, the GSA approval date.

(e) Enter the four positions of the Order Number found in block 1 of the SF 123.

(2) For Non-DoD Activities except State Agencies.

(a) Enter the appropriate agency code from the revised list of Federal Civil Agency/Bureau Codes in supplement 1, this instruction (2 positions).

(b) Enter the appropriate bureau code for the requisitioning agency from the list cited above (2 positions).

(c) Enter 2 characters to identify the requisition from the SF 122, Block 1 (2 positions).

(d) Enter the Julian date which is the GSA approval date (4 positions).

(e) Enter the last 4 digits of the order number from block 1 of the SF 122 (4 positions).

(3) For Service Education Activities (SEAs)

(a) Enter the State Abbreviation Code (found in supplement 1, this instruction) in the first two positions.

(b) Enter X in the third position.

(c) Enter the three digit identifier in positions 4-6 according to attachment 2, this chapter.

(d) Enter the Julian date of the requisition which is the GSA approval date.

(e) Enter four positions from the order number in block 1 of the SF 123.

7. Partial Issues from Batch-Lots

a. Partial issues from batch-lots prepared by generating activities may be issued (see paragraph F6 above) except the entry in the QUANTITY Field should show the number of pounds issued.

b. Partial issues from batch-lots prepared by the DRMO may be issued (see paragraph F6 above) except the entry in the QUANTITY Field should show the number of line items (DTIDs) issued.

NOTE 1: Because of minimal dollar values involved, it is not necessary to process an adjustment transaction to adjust the average unit price of a batch-lot when a partial issue reduces the dollar value range of the DTIDs remaining in the batch-lot.

NOTE 2: If the requisition is not received on a DD Form 1348 series document, attach a copy to the shipping document and file as the source document.

8. FOREIGN MILITARY SALES (FMS)

a. When an authorized request is received for FMS property, the DRMO must take immediate action to guard against the issue or sale of this property to other than the requestor. Therefore, upon receipt of a request, input a Freeze Code 9 on the property to assure the availability of the property. Physical relocation of property for FMS is recommended.

b. Authorization for shipment is received on HQ DRMS Form 176, Order for Transfer of Excess Property for Foreign Military Sales. Release the freeze.

c. To record the issue in the system, input the issue transaction as shown in paragraph F6(a) or F6(b), this

chapter, with the following exceptions:

(1) **REQUISITION NUMBER Field** - Enter the requisition number from HQ DRMS Form 176. The requisition number will always begin with a **T**.

(2) **PROCEEDS AMOUNT Field** - Enter proceeds from HQ DRMS Form 176 from the Total Cost Column.

G. OTHER ISSUES/SHIPMENTS

1. SMALL ARMS END ITEM

a. Small arms processed into the accountable record receive the following screening:

(1) A FES screening notice as appropriate.

(2) Screening by GSA regions.

(3) Process small arms received by overseas DRMOs directly to Record Status Code **W**.

b. A report listing the small arms reported to the GSA Regions from a DRMO is available in Access Reports. This report is output to the DRMO for control purposes only. Do not provide this report to screeners.

2. SHIPMENT OF SMALL ARMS WEAPONS/PARTS TO SPECIAL DISPOSAL ACCOUNT AT ROCK ISLAND ARSENAL (RIA). (See DoD 4160.21-M-1, Defense Demilitarization Manual, Chapter III, and DLAR 7510.3, Control of Small Arms by Serial Number.)

a. Input small arms weapons/parts into the inventory as individual items. (See chapter 2, this instruction.)

b. Describe small arms/parts that are to be shipped to Rock Island Arsenal, (RIA) for melting on the shipping documents as Freight Classification "Firearm" or "Firearm Parts," Uniform Freight Classification (UFC) 38340 or National Motor Freight Classification (NMFC) 69300. Signature Security Service (SSS) is required for these shipments.

c. Small arms weapons/parts retain their identity as items. Remove them from the accountable record after shipment. To ship small arms weapons/parts:

(1) Prepare DD Form 1348-1A shipping document, covering all items being shipped. Annotate that screening is accomplished.

(2) Input the issue transaction for each DTID number as instructed in paragraph F6, this chapter, with the following exceptions:

(a) **REQUISITION NUMBER Field** - Enter the document control number normally found on line three of the shipping instructions.

(b) **ACTION CODE Field** - Enter Action Code **S**.

(c) **ACCOUNTING CODE Field** - Enter Accounting Code **T**.

3. SHIPMENTS FOR PRECIOUS METALS RECOVERY. Downgrade precious metals bearing items to scrap before shipment for recovery. When precious metals recovery shipments are picked up or mailed to a recovery contractor, remove the property from the accountable record with an issue transaction from the Warehousing Menu in DAISY. Select ITEM AND INVENTORY MAINTENANCE from the WAREHOUSING Menu. Then select ISSUE PROPERTY. Make the following entries to the ISSUE PROPERTY TO ANOTHER DRMO/PM SHIPMENTS Screen:

NOTE: Munitions List Item(s) (MLI) containing precious metals that also require DEMIL (e.g., circuit cards) may be

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DEMILLED simultaneously with the precious metals recovery process. Do not downgrade this type MLI to scrap. Maintain its visibility and identity by processing it as DEMIL required.

a. **DTID/SCL-SCT/PRLT Field (7-15 positions)** - Enter the DTID if issuing usable property. If issuing scrap, enter the SCL/SCT Code.

b. **QTY/WT ISSUED Field** - Enter the quantity for usable, enter the weight for scrap (1-7 positions).

c. **REQUISITION # Field** - Enter the requisition number (14 positions). The first 6 positions should be the DRMO DoDAAC, positions 7-11 is the Julian date and positions 12-15 is a serial number.

d. **GAINING PROP RIC Field** - Enter the RIC of the activity receiving the property. For a precious metals shipment to a recovery contractor, use STT. For property being shipped for assay, use ASY.

4. PROCESSING OF HAZARDOUS PROPERTY RETROGRADES

a. Process retrogrades as shipments to another disposal account. The losing DRMO removes the item(s) from the accountable record with an issue transaction. The issue transaction provides a requisition number that includes the following:

(1) The Department of Defense Activity Address Code (DoDAAC) of the losing DRMO.

(2) The Julian date.

(3) **R** for Retrograde, followed by the Routing Identifier Code (RIC) of the gaining DRMO.

b. The **gaining CONUS DRMO** submits a receipt transaction with a Special Handling Code of **D** and Action/Accounting Codes **PQ**.

5. TRANSFERS OF ACCOUNTS BETWEEN DRMOs OR SITES FOR REALIGNMENT OR CLOSURE

NOTE: When accountability of property is transferred to another DRMO, but the property will not be physically re-located at the receiving DRMO, the Site Code must be changed by the receiving DRMO. The Site Code will be changed after the transfer is done to show a pound sign (#) in the second position.

a. When a DRMO is being realigned or closed, the inventory on the DRMO account should be cleared from the DRMO records through R/T/D and sales. Remaining inventory should be issued to the gaining DRMO through a transfer of accounts. Submit requests for a transfer of accounts to DRMS-C. The request should be submitted by written communication at least 6 weeks prior to the requested transfer date. Provide the following information:

(1) Losing DRMO or site/location account.

(a) RIC of losing DRMO activity.

(b) Site/Location Code(s) and statement that entire account is being transferred.

(2) Gaining DRMO or site/location account.

(a) RIC of gaining activity

(b) Site/Location Codes.

(3) Requested transfer date.

(4) Remarks as appropriate.

b. When the written request is received, DRMS-C provides a firm transfer date. Affected DRMO(s) are

instructed not to process any receipt transactions for the affected losing/gaining site(s) on the date of the transfer.

c. Gaining accountable property officers (APOs) conduct partial inventories to assure themselves of the accuracy of the transfer. If the gaining APO determines the account to be unacceptable, he/she immediately contacts the appropriate office, DRMS-N or DRMSI, and provide the results of the partial inventory. The APO requests that a board of officers be appointed to reconcile inventory discrepancies. If this initial request is made by telephone, a formal written request for the appointment of a board of officers is to be submitted within 5 working days.

d. The DRMO Chief assists where possible to ensure that transfer of accountable records is properly completed. Necessary account adjustments/corrections should be made before the actual transfer. Also, the losing DRMO must ensure that all usable item records have ESDs established because each line item record transfers to the gaining account in the same record status as it appeared in the losing account.

NOTE: Items in the losing DRMO's account that were frozen on receipt remain frozen during the transfer to the gaining DRMO's account. Items that were frozen after receipt lose their freeze status during the transfer. The gaining DRMO must determine whether property should remain frozen or a freeze should be re-input.

e. Upon completion of the above actions, the losing DRMO Accountable Property Officer completes a "Certificate of Transfer of Accountability" (see DLAR 7500.1, Accountability and Responsibility for Government Property in the Possession of the Defense Logistics Agency) to be approved by DRMS-N or DRMSI and retained on file by the gaining DRMO APO. Attach and file the Disposal Transaction Registers (DTRs) reflecting the transfer action of both the losing DRMO and gaining DRMO with the transfer certificate. The losing DRMO files a copy of both DTRs showing the transfer in the source document file. Maintain these source document files in a holding area (on site or at the gaining DRMO) for the review and ultimate disposition according to existing file procedures. (See chapter 9, this instruction.)

f. If a DRMO is disestablished and is no longer authorized to be a turn-in point for future generations of excess/surplus property, leave the account intact and phase out through attrition to ensure auditability and monitoring of the disestablishment.

g. If the APO dies or is incapacitated due to sickness or any other reason (in duration of 8 weeks or more) and is unable to continue performing as APO, the DRMS-N or DRMSI Commander appoints, on orders, a successor APO and a board of officers. The board of officers will consist of one or more commissioned officers or general schedule employees of grade GS-9 or above. The board of officers ensures that actions required of the losing APO are performed to ensure an orderly transfer of accounts.

h. If a transfer of accounts requires a change to the RIC and/or DoDAAC of an activity, but the APO remains the same, no Certificate of Transfer of Accountability is required. The current certificate should be annotated with the new DoDAAC and the effective date. If you are affected by this type transfer, file a copy of the DTRs reflecting the transfer in the source document file. (See chapter 9, this instruction, for existing files maintenance procedures.)

NOTE: For guidance regarding realignment or closure, see chapter 7, paragraph K, this instruction.

6. TRANSFER OF INDIVIDUAL LINE ITEMS OF PROPERTY BETWEEN DRMOs.

a. To transfer property between DRMOs on separate HPs, take the following actions:

1. Select WAREHOUSING from the main menu.

2. Next select ITEM AND INVENTORY MAINTENANCE. Finally select ISSUE PROPERTY and follow the screen prompts.

b. To transfer property between DRMOs on the same HP, take the following actions:

1. Selecting WAREHOUSING from the main menu.

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2. Select Inventory Maintenance Functions.

3. Select Transfer Property. The system will automatically fill in the losing Property RIC based on the RIC you input when you signed on to the system.

4. Enter the last position of the gaining RIC.

5. Enter the DTID/SCL/SCT. If the record is not in an accumulation you can press F9 to update the record. This will automatically move the record to the gaining PLR account. If the item is in an accumulation, you will receive the following message: "Item has an accumulation number assigned - cannot be transferred." If you receive this message, you will need to have the APO perform a DTID Restart on the record to take the property out of the accumulation. Once this is complete, repeat steps 1-5.

NOTE 1: For the REQUISITION NO Field - Enter the DoDAAC of your DRMO, a four position Julian date, and a four position serial number.

NOTE 2: If you are transferring property from another PLR to your PLR, you will need to change the RIC to the losing RIC upon signing into the system. (I.e., if you are located at SVEA and need to transfer property from SVEC, then enter SVEC when the system asks for a new RIC.)

c. The receiving DRMO will process the property to their inventory by using Accounting Code **F** (Receipt from other DRMOs - including RCP) in the receipt screen.

NOTE 1: When Accounting Code F is properly used, the property will not go through screening twice.

NOTE 2: To transfer an item in a sales accumulation, do a double DTID Restart to remove the accumulation number. This will allow the item to transfer.

7. **ABANDONMENT AND DESTRUCTION (A&D) ISSUES.** Process property to be disposed of by abandonment or destruction (see DoD 4160.21-M, Chapter 8, for the requirements for public notification). Base the determination to abandon or destroy property on non-salability, uneconomical salability or environmental considerations. The restrictions on the A&D Officer and the witnessing party in DoD 4160.21-M apply.

NOTE: To issue property scheduled for ultimate disposal (UD) on a service contract, see chapter 11 (BOSS/DAISY Interface), this instruction, for guidance on data entries to the accountable record.

a. Non-salable Property

(1) Process property that has been initially input into the accountable record and is subsequently determined to be non-salable as having no R/T/D/S potential (as a result of experience, testing of the market, etc.) as an abandonment or destruction action. Physically dispose of such property in landfills, by service contract or other method determined to be environmentally acceptable and reasonable for the DRMO.

NOTE: In foreign countries where disposal of non-salable material by normal means is prohibited by law or country-to-country agreement, process disposal on a case-by-case basis in agreement with host country restrictions and U.S. mission's in-country guidance.

(2) To refer property for abandonment or destruction, select the MARKETING MENU from the DAISY Main Menu. Next select REFERRAL PROCESSES. Then select the appropriate referral screen (DTID, Scrap, or IFB). After you have selected the appropriate screen, follow the screen prompts. After the record has been updated, the RSC changes to S and the evening batch will generate an A & D placard.

(3) After the property has been physically abandoned or destroyed, input the required data to the ABANDONMENT/DESTRUCTION Screen in DAISY. To access the ABANDONMENT/ DESTRUCTION screen go to the Warehousing Menu. Select Item 4, ITEM AND INVENTORY MAINTENANCE. Then select Item 5, ABANDONMENT/DESTRUCTION and input the following data entries:

NOTE: It is necessary to refer the property for A&D before the actual transaction can be recorded.

(a) **DTID/SCL-SCT/PRELOT NO Field** - Enter either the DTID or the SCL-SCT. The system then displays additional fields for data (7-15 positions).

(b) **A&D QTY/WT Field** - Enter the quantity for A&D of usable. Enter the weight if A&D is for scrap (1-7 positions).

(c) **A&D REASON Field** - Enter the A&D Reason Code (2 positions). (A&D REASON Codes are listed in supplement 1, this instruction.)

(d) **SERVICE CONTRACT Field** - If the second position of the A or D Reason Code is **E**, enter the Service Contract Number (15 positions).

(4) An optional method of documenting abandonment/destruction actions is to provide certification on the sales placard. Your DRMO may use a stamp on the reverse side of the XS5 placard to record, certify and substantiate abandonment or destruction for property in record status A, provided it meets the following criteria:

(a) No sales/profit potential.

(b) Compatible for waste and refuse streams and.

(c) Acquisition cost is \$100,000 or less.

NOTE: In lieu of the stamp, you may produce a locally approved form with the same information (see attachment 1, chapter 5, this instruction) and attach it to the sales placard. If your DRMO uses this option, obtain an appropriate stamp or prepare a local form (see DoD 4160.21-M, Chapter 8, paragraph E3).

(5) Use DD Form 1155 for source documentation for hazardous property removed on a service contract. Source documentation is DD Form 1155 for any service contract, hazardous/non-hazardous.

b. Uneconomically Salable Property

(1) This includes property determined to be uneconomically salable, e.g., the estimated cost of its continued care and handling and preparation for sale exceeds the estimated proceeds from its sale. Another example is property that is dangerous to public health or safety. The cost to render it harmless to prepare it for sale is not cost effective. Process this type of property as an abandonment or destruction action. Input the issue transaction (see paragraph G7a(2) above).

(2) This includes property which qualified for and has been demilitarized by burial as an abandonment destruction action. Input the issue transaction (see subparagraph G7a(2) above) except use DEMIL Performed Code **5**.

(3) This includes property that is on a DRMO's account, but destruction of the property is required to be performed by the generating activity. File a copy of the record of destruction containing the required signatures in the source document file. Prepare the issue transaction as outlined in subparagraph G7a(2) above, except the entry for the A&D REASON Field is **BD**. For 6505 items destroyed by DRMS service contract, input the appropriate data entries into BOSS. The BOSS/DAISY Interface generates the issue transaction in the system.

(4) Perform physical disposition as outlined in subparagraph G7a(1) above.

c. Environmentally Unsalable Property

(1) According to environmental mission requirements, your DRMO is required to process and dispose of items that are "environmentally unsalable", e.g., PCBs, DDT, etc. This includes HM/HW property which, by law cannot be sold and HM/HW property that has failed to sell.

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(2) For property that is environmentally unsalable or for property that must be referred for ultimate disposal, first select the MARKETING MENU; then select REFERRAL PROCESSES; next select REFER FOR ULTIMATE DISPOSAL. Use the following procedure:

(a) Enter the DTID Number and press the return key. The system searches for the record and displays the information in the DTID on the screen.

(b) Review the information in the DTID and correct as needed.

(c) Enter the Ultimate Disposal Justification Code (supplement 1, this instruction).

(d) Press F9 to refer the DTID to ultimate disposal. The system changes the Record Status Code to **D**. The DTID can now be entered in BOSS.

NOTE: DO NOT use the DTID Restart process to change the Record Status Code to D or to change the HM code to HW. HM that has failed R/T/D/S does not need to be changed to HW to be referred for ultimate disposal.

(3) The Record Status Codes (RSCs) for hazardous property and the definitions are as follows:

(a) RSC **D**: Hazardous property in ultimate disposal status, awaiting disposition.

(b) RSC **E**: Hazardous property for which a delivery order or one-time contract has been requested.

(c) RSC **G**: Delivery order has been issued and a copy of the delivery order has been received at the DRMO.

(4) DRMS, EPA or host government environmental laws in overseas areas establish the means for ultimate disposal of items determined to be environmentally unsalable. When property is physically removed from government premises, input the pickup manifest data in BOSS. The BOSS/DAISY Interface generates the issue transaction.

NOTE: DRMS-LHOC performs manifest tracking certification. It is not the responsibility of the DRMO.

d. Source Documentation for Property on Service Contracts. Use DD Form 1155, **Order for Supplies or Services/Pickup Report**. For cross-referencing purposes, the Boss Document number can be recorded on the DTID or a screen print of the Delivery Order Request can be attached to the DTID. (The BOSS Document Number appears on the screen when an entry is made for the Delivery Order Request.)

e. Donation in Lieu of Abandonment or Destruction

(1) To donate property to a public body, charitable organization, etc., provide a statement on the Abandonment or Destruction Certificate that this property is being donated in lieu of A or D. See DoD 4160.21-M, Chapter 8, for additional information.

(2) Prepare the issue transaction to refer the property for A&D (see paragraph G7a(2), this chapter), except use A or D Reason Code **DC**.

(3) Federal Prisons Industries (FPI)/UNICOR: DEMIL A computers and affiliated peripherals are donated in lieu of A&D to FPI/UNICOR for processing. Use A&D reason code DC. See Attachment 1 DRMS Operating Procedures for Donation in Lieu of A&F to FPI/UNICOR. 22 Jan 03

NOTE: Usable property must be put in Record Status Code S before the system processes the actual downgrade action.

f. Abandonment and Destruction of Iranian Assets (IA). If the IA cannot be reutilized, transferred or sold and the property qualifies for A/D, pursuant to DoD 4160.21-M, Chapter 8, A/D must be done on an individual line item basis and not as a subsequent action resulting from a downgrade to scrap. Before taking any A/D action, approval

must be obtained from DRMS-TSP (DSN 932-5952).

g. Recycling. Prepare the issue transaction to refer the property for A&D (see para G7a(2), this chapter), except use the following A or D Reason Codes.

- (1) Electronics Demanufacturing - Service contract; use A&D reason code EE. See Attachment 2, Procedures for Electronics Demanufacturing Contracts.*
- (2) Recycling (DRMS International) – Service Contract: For Category 1 CLINs use A&D reason code RE.*
- (3) Return to Manufacturer: Use A&D reason code MC. 22 Jan 03*